

CITY OF CARSON

ADOPTED OPERATING BUDGET  
 WORK GROUP SUMMARY - BY CATEGORY  
 FISCAL YEARS 2004/05 & 2005/06

FUND: 01 General  
 WORK GROUP: 30 City Clerk

<i>CATEGORY</i>	<i>FY 2001/02 ACTUAL EXPENDITURES</i>	<i>FY 2002/03 ACTUAL EXPENDITURES</i>	<i>FY 2003/04 ADOPTED BUDGET</i>	<i>FY 2003/04 AMENDED BUDGET</i>	<i>FY 2003/04 EXPENDITURES THRU 6/30/04</i>	<i>FY 2004/05 ADOPTED BUDGET</i>	<i>FY 2005/06 PROPOSED BUDGET</i>
Salaries and Benefits	\$ 320,867	\$ 375,178	\$ 353,761	\$ 426,504	\$ 465,297	\$ 478,679	\$ 457,368
Operations & Maintenance	101,534	168,559	68,824	138,122	98,474	241,319	51,319
Capital Outlay	63,165	25,980	90,000	90,000	0	0	0
Operating Transfers Out	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 485,566</b>	<b>\$ 569,718</b>	<b>\$ 512,585</b>	<b>\$ 654,626</b>	<b>\$ 563,771</b>	<b>\$ 719,998</b>	<b>\$ 508,687</b>

WORK GROUP ACTIVITY

The City Clerk, elected by the qualified voters of the City, is responsible for planning, organizing, staffing, directing, coordinating, and budgeting for the City Clerk's work group; preparing and maintaining official records of the City, the Redevelopment Agency, and Public Financing Authority proceedings and actions; conducting municipal elections as the Chief Elections Officer; and liaison with the public as the Public Relations Officer. Areas assigned to the City Clerk include, but are not limited, to the following:

- Clerk to the City Council; Secretary to the Redevelopment Agency; and Secretary to the Public Financing Authority
  - ◇ Provides administrative and technical support.
  - ◇ Ensures compliance with legal noticing requirements.
  - ◇ Reviews the accuracy of the agenda prior to posting.
  - ◇ Attends meetings; records meeting proceedings and prepares and maintains minutes.
- Knowledge of Legal Requirements
  - ◇ The Ralph M. Brown Act which guarantees the public's right to attend and participate in meetings of local legislative bodies.
  - ◇ The California Elections Code which governs the administration of election laws and promotes uniformity of procedure in such matters.
  - ◇ Public Records Act which establishes guidelines for accessibility of records.

- Elections
  - ◇ Conducts municipal elections.
  - ◇ Provides information, forms and assistance to candidates and employees regarding the Political Reform Act.
  - ◇ Administers the Oath of Office to elected and appointed City officials and City staff.
- Official Records
  - ◇ Plans and directs the publication, filing, indexing, and safekeeping of official municipal records; arranges for execution of official documents; records and certifies ordinances and resolutions; maintains the municipal code; researches information; and ensures custody of the City Seal.
  - ◇ Investigates and implements space-saving device for record keeping.
  - ◇ Implements an electronic records management program for computerized maintenance, research, and retrieval.
- Liaison with the Public
  - ◇ Demonstrates and promotes goodwill to the public through responsiveness and accountability.
  - ◇ Interacts with members of City Council, City Attorney, City work groups, citizens within the community, the general public, and outside agencies and resolves disputes and facilitates problem solving.
  - ◇ Disseminates information as a reliable and accurate resource.